

Allotment Management

**Manage Allotment
Detail**

**Import Allotment
Data**

**Allotment Data
Review**

**Pre-Release Edit
Check with Submit
Option**

Manage Allotment Detail

Manage Allotment Data Detail

- Select Template
- Add, modify, delete functionality
- Copy, spread, repeat, round for input functionality
- Establish narrative associated with allotment detail element and level as internal or external
- Manage concurrent usage
- Cumulative or replace option for inputting multiple occurrences of the same revenue source code
- Input edit check indicator on/off option
- Ability to input quarterly allotment data as a total change to existing allotments or as an incremental change to existing allotments

Unanticipated Receipt Preparation

- Input of supporting materials
- System must provide an on-line version of Unanticipated Receipt request form (B-20-1) for user completion
- Attach Grants and Awards documents as .PDF to packet

Pattern Allotment Data

- Ability to create, and save pattern map for comparing PB to CB Program Indexes and Appropriation Indexes
- Establish level of data
- Extract official expenditure data, system projects open fiscal months
- Adjust official expenditure data
- Calculate historical percentages based on official/adjusted expenditure data
- Adjust official/adjusted historical percentages
- Apply historical percentages to agency control numbers
- Pattern allotment components-Expenditures, Cash Disbursements, Cash Receipts, Revenue

Update of Allotment Data

- Select criteria
- Replace data
- View line items replaced
- Input Edit Check

Import Allotment Data

Upload Preformatted File
Data

- Select preformatted file for upload into packet
- Upload new records, merge records, replace records
- Data validation
- Exception tracking
- Maintain code validation

Import Data from SPS

- Select SPS projection file ID for import into packet- by Program Index, Appropriation Index, and by month
- Define level of data uploaded into TALS
- Minimum level of data- object A & B, or lowest level established in SPS
- Only SPS data exists in packet, existing data in packet replaced
- Data validation
- Exception tracking
- Maintain code validation

Import Data from BDS

- Select BDS version for import into packet
- Upload new records, replace records
- Data validation
- Exception tracking
- Maintain code validation

Import Historical Data

- Define time period of import of AFRS data from FASTRACK
- Data validation
- Exception tracking
- Maintain code validation

Import Historical Recast
Data
(Placeholder, Analysis not
Complete)

- Select Histsum version recast for import into packet
- Histsum level of data- Program or Sub-program, by Fiscal Year, by Account
- Display data for reference (maybe report form), no data manipulation in TALS
- Data validation
- Exception tracking
- Maintain code validation

Allotment Data Review

Review of Allotment Packet Data

- Lists Agencies and packets for selection
- Ability to view one agency packet at a time
- System displays packet status indicator
- Summarize allotment data maintained in multiple allotment packets
- User defined roll-up and drill down views of data
- E-mail notification in workflow contains URL link to data review screen
- Read only functionality of Agency data and comments
- Ability for Assigned OFM Analysts to add comments to any allotment data element; marking as Internal or External view
- Go to menu option to navigate from review functionality to data input functionality
- Go to menu option to navigate from review functionality to OFM status Indicator change functionality

Filter Allotment Data

- Filter down to a specific set of records
- Agency Code
- Packet Identification Number/Type
- Biennium
- Allotment Component- Expenditure, Cash Disbursement, Revenue, Cash Receipts
- Account Code
- Appropriation Index
- Expenditure Authority Code (Appropriation) Code
- Program Index
- Agency, program, subprogram
- Project number, sub project number, and sub sub project number
- Object of expenditure- object, sub-object, and sub-sub-object
- Major group, Major source, and sub source
- Organization Index
- Release Status
- Appropriation Type

Administering Agency

- System lists all agencies submitting allotments for the assigned account (system references Expenditure Authority Schedule)
- View assigned account data by submitting Agency and Packet Identification
- Summarize account data- Total of an account data contained in multiple packets
- Submitting Agencies packet status listed for Administering Agency view
- AFRS fund table contains assigned accounts to administering agencies

View Allotment Packet Data
vs.
EAS control numbers

- Show difference between EAS control totals and all allotment packets sent to OFM with a status of Official, Under review, Pending, and Agency controlled packet data
- Show difference between EAS control totals and all Internal allotment packet submitted to AFRS and Agency controlled packet data (Agency use)
- Show difference between EAS control totals and all Internal or approved-Official allotment packet submitted to AFRS (agency use)

Pre-Release Edit Check and Submit Option

Execute Pre-Release Edit
Check

- Execute Pre-release Edit Check
- Error message list is on-demand, history not stored
- Summarize allotment data in one or more packets edit to match control numbers
- Allotment packet(s) must pass AFRS edits
- Agency Official packet(s) must tie to EAS control numbers for appropriations, comments required for explanation when non-appropriation(s) do not match EAS control total
- Agency Internal packet(s) must tie to EAS control numbers for appropriations
- System will notify user during pre-release edit check when Internal Packet(s) in AFRS and Internal packet(s) selected for edit check exceed appropriated control totals listed on EAS

Submit Allotment Packet

- Submitted Internal packet sent to AFRS
- TALS creates required AFRS transactions for Internal data
- Submitted Official packet sent to for OFM review
- E-mail notification
- Allotment packet(s) must pass TALS edits
- Allotment packet(s) must pass AFRS edits

Packet Management and Status Tracking

Packet Management

**Manage Allotment
Template**

**Manage Packet
Status**

**Packet Status
Tracking**

Packet Management

Packet Management

- Create new packet, Update existing packet, Delete packet, Copy data in packet (option to copy comments with data), Merge-Replace data in packets (option to copy comments with data)
- Establish packet identification, biennium, packet title, description comment
- Copy data from Internal packet into an official packet
- Only previous biennial Initial operating packets can be copied into current biennial packet
- Packet data can only be copied into the same packet type

Agency Controlled Packet Lock

- Select packet
- Lock/Unlock can only be applied to a packet controlled by an Agency, i.e. packet has not been submitted to OFM or Internal to AFRS
- Lock packet, data cannot be edited, no user can edit packet data
- Unlock packet, data can be edited, any authorized user can edit packet data
- Locked packet can be copied
- Allotment packet(s) locked when submitted to OFM, will not remain locked if returned to Agency for adjustment

Manage Allotment Template

Manage Allotment Template

- Establish Expenditures, Revenue, Cash Receipts, Cash Disbursements coding elements
- Assign naming convention to template, user defined
- Create, modify, coding element for input template
- Modify a template- save as new template
- Delete input template

Manage Packet Status

Execute Pre-Release Edit
Check

- Execute Pre-release edit check
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- Agency Internal packet(s) must tie to EAS control numbers for appropriations
- System will notify user during pre-release edit check when Internal packet(s) in AFRS and Internal packet(s) selected for edit check exceed appropriated control totals listed on EAS

Agency Initiated Packet
Status Change

- Submitted Internal packet sent to AFRS
- TALS creates required AFRS transactions for Internal data
- Submitted packet sent to OFM for review
- Recall Pending packet(s) from OFM back to submitting agency
- E-mail notification
- Allotment packet(s) must pass TALS edits
- Allotment packet(s) must pass AFRS edits

Assigned OFM Analyst
Initiated Packet Status
Change

- Select packet for Review
- Approve-No updated requested
- Approve-Update requested
- Return packet to submitting Agency
- Returned packet(s) to Agency require comment explanation
- Resume/Reset 10-day waiting period for re-submitted Unanticipated Receipt packet
- Unanticipated Receipt allotment packet Approval (updates Expenditure Authority Schedule)
- AFRS edit check run after packet Approval process, but before data is sent to AFRS
- TALS creates required AFRS transactions for approved-Official data
- E-mail notification and URL link to reports

OFM Operations Super
User Capability

- Change Agency allotment packet status indicator in analysts absence
- User initiated Lock/Unlock, ability to restrict all analysts from changing status indicators of an Unanticipated Receipt during Legislative session
- Change status indicator of Unanticipated receipt packets during legislative session
- Change status indicator of Unanticipated receipt packets prior to 10-day waiting period expiration
- E-mail notification

View Allotment Packet Data
vs
EAS control numbers

- Show difference between EAS control totals and all allotment packet sent to OFM with a status of Official, Under review, Pending, and Agency controlled packet data
- Show difference between EAS control totals and all Internal allotment packet submitted to AFRS and Agency controlled packet data (Agency use)
- Show difference between EAS control totals and all Internal or approved-Official allotment packet submitted to AFRS (Agency Use)

Packet Status Tracking

View Allotment Packet in
Workflow Process

- Select Agency and packet
- Default to Agency/packets assigned to user
- View packet status indicator
- Administering Agency view
- Any user can view the status of any packet submitted to workflow for OFM review

Filter Packet Status

Filter down to a specific set of records

- Agency, Program
- Packet number
- Packet type
- Status indicator
- Assigned OFM Analyst - view of data for OFM use
- Senior Budget Analyst - view of data for OFM use
- Functional Area Analyst - view of data for OFM use
- Account- does not display account data (for Admin Agency view)